



Classified Trade Time Form

USER INSTRUCTIONS: ALL TRADE TIME MUST BE PRE-APPROVED BY YOUR ADMINISTRATOR.

Form purpose: Use this form to track trade time hours within the same workweek. Trade time is equal time exchanged within the same workweek. All trade time must be pre-approved by your administrator/supervisor. Indicate the hours worked on each week day on the grid below. The total number of hours worked should equal your normal weekly work schedule. More information can be found on the back of this form.

Where to submit this form: Submit this completed form to your administrator/supervisor within one week of your trade time hours.

Instructions:

1. Fill out this form completely documenting your trade time.
2. Send it to your administrator/supervisor

Retention: This document should be kept in the building/department for 4 years.

EXAMPLES	Example for a full time employee	Example for a 6 hour employee	Example for a 4 hour employee
Day of Week	Hours Worked	Hours Worked	Hours Worked
Monday	8	6	5
Tuesday	7	4	5
Wednesday	9	6	4
Thursday	8	8	4
Friday	8	6	2
Saturday	0	0	0
Sunday	0	0	0
Total Hours Worked:	40	30	20

Employee Required Information

Employee Name:

Employee ID Number:

Week of:

Month:

Day of Week	Regular Scheduled Hours	Hours Worked
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total Hours:		

Employee Signature:

Date:

ADMINISTRATOR OR SUPERVISOR

Administrator or Supervisor Name:

Administrator or Supervisor Signature:

Date:

11.1 Work Hours and Time Schedule. The working hours and schedule for all employees shall be determined by the supervisor or building administrator and approved by the Superintendent or designee. Employees currently scheduled to work Monday to Friday shall not be required to work on weekends, except: (1) voluntarily, unless sufficient numbers of persons in the classification fail to volunteer, or (2) in the event of an emergency.

11.1.1 Work Week. A full-time work schedule shall consist of forty (40) hours within the designated workweek, worked on the basis of five (5) consecutive eight (8)-hour days or four (4) consecutive ten (10)-hour days, exclusive of the lunch period. To the extent consistent with the operational needs and requirements of the District, employees will be scheduled on a Monday through Friday basis.

11.1.2 All paid status time of an employee shall be considered as time worked.

11.1.3 Work Beyond Regularly Scheduled Hours. Work time beyond scheduled work hours will be pre-approved in writing, and where pre-approval is not possible, the administrator or supervisor will be informed in writing by the end of the employee's next work day.

11.2 Overtime. Overtime means work performed by employees in excess of eight (8) hours in any one day, other than trade time, described below, or forty (40) hours in a week. Notwithstanding the foregoing, if the District adopts a ten (10)-hour day and a four (4)-day week for any of its employees, such employees shall be allowed overtime compensation for employment in excess of ten (10) hours in any one day. The work week begins on Monday and ends on Sunday.

11.2.1 Overtime Pay. Overtime will be compensated at the rate of one and one-half (1-1/2) times the regular rate of pay for such employment.

11.2.2 Compensatory Time Off. In lieu of overtime pay and with the approval of the administrator or supervisor, or if budgeted funds are not available for the payment of overtime, an employee will receive compensatory time off at the rate of one and one-half (1-1/2) times the number of overtime hours worked. Maximum accumulated compensatory time shall be sixty (60) hours for full-time employees, and thirty (30) for part-time employees. An employee who has accumulated the maximum compensatory time shall be paid for any additional overtime worked in the next regular pay period. Compensatory time will be recorded daily and/or weekly on a form that is readily accessible to the employee, supervisor and HR.

11.3 Trade Time. Trade time is equal time exchanged within the same workweek. Trade time is available by mutual agreement of the supervisor or building administrator and the employee. Employees who are scheduled to take trade time but are unable to do so must notify their supervisor by the next business day and record the actual hours worked on a timesheet.